

## SECTION 17

### RATE SUBMISSION SPECIAL INSTRUCTIONS

17-1. SUBMISSION INSTRUCTIONS: All rate offers **MUST** be submitted via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via the I-FTP itself without utilizing the services of a Rate Filing Service Provider or a Tariff Publishing Agent and your firm does not already have an assigned User ID and Password to GSA's FTP server you will need to notify the Central Zone Office in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Carey DeForest at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to process and assign the firm's User ID and Password.

A. FORMAT REQUIREMENTS: Format requirements as set out in this RFO and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Sections 8, 9, 10, 11, 12, 13, 14, 15, and 16 and/or submitted in accordance with this Section, will be found unacceptable.

#### B. FILE PREPARATION:

1). Via ITMS: Create rate offers, validate rate offers, make necessary corrections, if any, re-validate until all is correct, and then encrypt the rate file before transmitting via I-FTP.

2). Via Section 16 and 17: In order to transfer the rate file(s) via the I-FTP, the rate file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file(s) (i.e. no tab characters, etc.). The rate file(s) **must not** have a top, bottom, right, or left margin. If a firm submits more than one (1) rate file, each rate file must have a different filename.

17-2. FILE NAMING CONVENTION: All electronically transmitted rate offers must adhere to the following File Naming Convention:

| FILE NAME   | POSITIONS | CONTENTS   |
|---|-----------|--|
| Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code | 1-4       | Enter the Carrier's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) ( ) at the end. |
| Rate File Number  | 5-8       | May be alpha, numeric, or a combination.   |
| Extension   | 9-12      | MUST be .FRT   |

Examples: ABCDUSPF.FRT, AAA\_1234.FRT

If as a carrier, RFSP, or TPA you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Carey DeForest at (816) 823-3646 or via e-mail at [carey.deforest@gsa.gov](mailto:carey.deforest@gsa.gov) for verification.

**The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).**

A. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm. Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide

- the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

1. I-FTP Address:

ftp://kcftp.gsa.gov

OR

ftp://159.142.64.16

2. Methods to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\USER ID

OR

FTP>**D:\PUB\CARRIERS**\USER ID